

**PROFESSIONAL COUNSELOR SECTION
EXAMINING BOARD OF SOCIAL WORKERS, MARRIAGE AND FAMILY
THERAPISTS AND PROFESSIONAL COUNSELORS
MINUTES
November 16, 2004**

PRESENT: LaMarr Franklin, Evelyn Pumphrey, Susan Putra, and Leslie Mirkin

EXCUSED: None

STAFF PRESENT: Kimberly Nania, Director of Health Service Professions;
Jacquelynn Rothstein, Legal Counsel; Gina York, Bureau Assistant,
Division of Enforcement staff and others during portions of the meeting

GUESTS: None

CALL TO ORDER

Susan Putra called the meeting to order at 8:30 a.m. There was a quorum of four members.

APPROVAL OF AGENDA

Additions to the Agenda:

- Open Session: Remove UW-Madison Capstone Certification Program, Professor Hardin Coleman, Ph.D.
- Open Session: Add Discussion Regarding PC Training Certificates
- Open Session: Add Requests for Supervisory Approval After the Mailing of the Agenda – Brenda L. Cross

MOTION: LaMarr Franklin moved, seconded by Leslie Mirkin, to approve the agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES OF JULY 7, 2004.

Amendments to the Minutes:

- Page 2: Change KREP to CACREP and add a semi-colon after the word standard.
- Page 3: Change the word compile to comply, insert the word new before the word rules.

MOTION: LaMarr Franklin moved, seconded by Leslie Mirkin, to approve the July 7, 2004 minutes as amended. Motion carried unanimously.

APPROVAL OF MINUTES OF AUGUST 3, 2004.**Amendments to the Minutes:**

None.

MOTION: Leslie Mirkin moved, seconded by LaMarr Franklin, to approve the August 3, 2004 minutes as written. Motion carried unanimously.

ADMINISTRATIVE REPORT

Kimberly Nania, Bureau Director, informed the Section that Secretary Strong Hill has resigned and left the Department on 10/22/04. The Deputy Secretary, Sandra Rowe, will be the acting Secretary until a new appointment is made. Dr. Nania has been appointed as the new Division Administrator of Board Services. Dr. Nania introduced to the Section Jacquelynn Rothstein who is now the new Legal Counsel for the PC Section.

The Department will have more budget cuts this year and will be cutting ten positions and 1.1 million dollars from the operations budget. Dr. Nania shared with the Section that there is nothing new at this time regarding any new licensure fee increases. Dr. Nania informed the new Section members that the Department has been conducting a time study over the last year. All DRL staff, reflect the amount of time being spent on tasks associated with each profession, Section and/or Board. This data is being gathered to determine whether there is a need to increase licensure fees. The building is still under renovation and the target date has been extended to sometime next year for staff to start moving into the new area. Additional budget updates will be provided as more specifics become available.

Dr. Nania informed the Section that there has been a change in the publishing of Codebooks. Individuals can now obtain codebooks in the following ways 1) through the DRL Website, 2) purchase a hard copy from Document Sales Office, or 3) purchase a CD of the codebook through Document Sales. The costs will be based on the size and format being requested. A paper hard copy will range from \$ 15.00 - \$ 25.00 and a CD will cost about \$6.50. The codebooks will be twice as big as in the past because the Department will not be formatting the codebooks any longer and therefore codebooks will have everything included such as related rules, statutes, etc. The jurisprudence exam will go out as usual and candidates can obtain the codebook as indicated above. A notice will be sent with the exams and a notice should be sent with license renewals informing them of new changes such as codebooks, etc. The address for the Website is as follows: <http://drl.wi.gov>.

APPROVAL OF 2005 MEETING DATES

The Section discussed and noted that the MFTPCSW Joint Board meetings for the next year will be held in the morning and therefore PC Section meetings will be held in the afternoon.

MOTION: Evelyn Pumphrey moved, seconded by Leslie Mirkin, to approve the 2005 meeting dates as provided at today's meeting. Motion carried unanimously.

REVIEW OF BOARD ROSTER FOR DATABASE

The Section reviewed the roster for the DRL Database being created by Roxanne Peterson, Board Services. Any changes indicated by the Section at today's meeting will be provided to Ms. Peterson for correction and/or addition to the database.

PRESENTATION OF PROPOSED STIPULATIONS

None.

PRESENTATION OF PROPOSED STIPULATIONS THAT MAY BE SIGNED AFTER MAILING OF THE AGENDA

None.

SUMMARY REPORTS ON PENDING COURT CASES, DISCIPLINARY CASES AND ADMINISTRATIVE RULES AND PRESS RELEASES

Jacquelynn Rothstein, Legal Counsel, reviewed the summary reports with the Section at today's meeting. The Section also reviewed the following rule items at today's meeting: Status of AODA Rule (CR 04-044), Copy of Order Adopting Emergency Rules Regarding Background Checks, and the MPSW Rules. Attorney Rothstein informed the Section there would be specific rules up for adoption at the November 2004 MFTPCSW Joint Board meeting, which is taking place later today.

INFORMATION REGARDING PEER MENTORS

Noted.

DISCUSSION REGARDING PROFESSIONAL COUNSELOR TRAINING CERTIFICATES

Jacquelynn Rothstein, Legal Counsel, briefly discussed with the Section that under Act 80 individuals should be holding a PC training certificate. The Section would like to ensure that applicants and education institutions are made aware of this requirement. The Section reviewed a draft letter to send out to professional counseling programs, institutions and to professional organizations, such as Wisconsin Counseling Association (WCA), Wisconsin Rehabilitation Association, etc.

MOTION: LaMarr Franklin moved, seconded by Leslie Mirkin, to combining the PC application forms for licensure and the training certificate. Motion carried unanimously.

MOTION: Leslie Mirkin moved, seconded by Evelyn Pumphrey, March 1, 2005 is the date by which training certificate applications must be received in the Department for those currently eligible for a training certificate but who do not presently hold one. Motion carried unanimously.

MOTION: Leslie Mirkin moved, seconded by LaMarr Franklin, supervised hours accumulated on or before March 1, 2005 by those individuals eligible for a training certificate will be counted toward licensure. All supervised hours obtained after March 1, 2005 must be completed under a valid training certificate. Motion carried unanimously.

MOTION: Leslie Mirkin moved, seconded by Evelyn Pumphrey, to send a letter to the pending applicants who do not hold a training certificate informing them that they must submit an application for a training certificate. Applications for a training certificate must be received by the Department on or before March 1, 2005. Motion carried unanimously.

MOTION: Evelyn Pumphrey moved, seconded by Leslie Mirkin, that the information relating to the training certificate requirements and deadline be posted on the Department's Website as well as placed on the application. In addition, information will be sent to all directors of Wisconsin PC training programs, institutions, and all professional organizations. Motion carried unanimously.

HEARING ON DENIAL OF APPLICATION REGARDING NANCY K. HOOVER

There was a Class 1 Hearing held at 10:35 a.m. regarding a denial of application for Nancy K. Hoover. This will be deliberated on later today in closed session.

PROFESSIONAL COUNSELORS BROCHURE

The Section reviewed the professional counselor brochure at today's meeting. Steve Gloe, Head Legal Counsel, and Jacquelyn Rothstein, Legal Counsel, will collaborate and make revisions to the PC brochure and provide the final draft version to review and approve by the next meeting to be held in February of 2005.

MOTION: Leslie Mirkin moved, seconded by Evelyn Pumphrey, to make the revisions as indicated at today's meeting regarding the professional counselor brochure and to provide a final draft for review at the February 2005 meeting. Motion carried unanimously.

REQUESTS FOR SUPERVISOR APPROVALS

KARI ERICKSON

MOTION: Leslie Mirkin moved, seconded by LaMarr Franklin, to approve Amy Kirby as a supervisor for Kari Erickson currently employed at St. Aemilian-Lakeside, Inc. Motion carried unanimously.

KATHLEEN A. FRANK

MOTION: Leslie Mirkin moved, seconded by Evelyn Pumphrey, to approve Ms. Lipchick as a supervisor for Kathleen A. Frank currently Employed at St. Aemilian-Lakeside, Inc. Motion carried unanimously.

ALICA L. GOODMAN

MOTION: Leslie Mirkin moved, seconded by LaMarr Franklin, to request a letter be sent to Alicia L. Goodman requesting additional information regarding the primary scope of practice for Mr. Wolf and also Ms. Goodman for further review with a response by January 1, 2005. Motion carried unanimously.

KIMBERLY A. KUNZ

MOTION: Evelyn Pumphrey moved, seconded by Leslie Mirkin, to deny the request for Nina Ball as a supervisor for Kimberly A. Kunz. Motion carried unanimously.

LINDA L. NOLTE

MOTION: Evelyn Pumphrey moved, seconded by LaMarr Franklin, to deny the request for supervisor approval and request Julie Reimann to send a letter to Ms. Nolte to provide additional information, to indicate the name of the supervisor, his or her scope of practice, as well as Ms. Nolte's scope of practice. Motion carried unanimously.

CHASITY L. SCHMEISSER

MOTION: Leslie Mirkin moved, seconded by LaMarr Franklin, to approve Ted Pagoaga as supervisor for Chasity L. Schmeisser. Motion carried unanimously.

LAURIE L. SUMNICHT-PIEPER

MOTION: Leslie Mirkin moved, seconded by LaMarr Franklin, to approve Ted Pagoaga as supervisor for Laurie L. Sumnicht-Pieper. Motion carried unanimously.

SUPERVISOR APPROVALS RECEIVED AFTER THE MAILING OF THE AGENDA

BRENDA L. CROSS

MOTION: Leslie Mirkin moved, seconded by LaMarr Franklin, to approve Jim Travis as a supervisor for Brenda L. Cross pending verification of the supervisor's credentials. Motion carried unanimously.

APPROVAL OF PSYCHOMETRIC TESTING

KRISTI A. BALGE

MOTION: Leslie Mirkin moved, seconded by LaMarr Franklin, to approve Kristi A. Balge to administer the tests indicated on her application form. Motion carried unanimously.

APPROVAL OF PSYCHOMETRIC TESTING AFTER THE MAILING OF THE AGENDA

None.

CORRESPONDENCE AND PHONE INQUIRIES BY LEGAL COUNSEL

The Section reviewed correspondence sent by the Sections former legal counsel following the July 2004 meeting. There was nothing additional at this time.

CONSULTING WITH LEGAL COUNSEL

The Section consulted with Jacquelynn Rothstein, Legal Counsel, throughout today's meeting as needed.

REPORT OF SCREENING PANEL

LaMarr Franklin reported that the screening panel reviewed two cases and one case was opened.

INFORMATIONAL ITEMS

Noted.

VISITOR COMMENTS

Noted.

CONVENE TO CLOSED SESSION

MOTION: Leslie Mirkin moved, seconded by LaMarr Franklin, to adjourn to closed session pursuant to Wisconsin state statutes 19.85(1)(a)(b)(f) and (g) for the purpose of consulting with legal counsel, deliberation regarding disciplinary proceedings, monitoring, hearings, proposed decisions and orders, stipulations, administrative warnings, review individual histories,

review of applications and additional information, and requests for supervisory approvals and case status reporting. Roll call vote: LaMarr Franklin-yes, Susan Putra –yes, Evelyn Pumphrey-yes, Leslie Mirkin-yes. Motion carried unanimously.

Session was convened at 11:24 a.m.

RECONVENE INTO OPEN SESSION

MOTION: Leslie Mirkin moved, seconded by LaMarr Franklin, to reconvene to open session at 12:58 p.m. Motion carried unanimously.

VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION

MONITORING

None.

DELIBERATION OF MONITORING ISSUES THAT MAY BE RECEIVED AFTER MAILING OF AGENDA

None.

HEARINGS BEFORE THE SECTION

NANCY K. HOOVER

MOTION: LaMarr Franklin moved, seconded by Leslie Mirkin, to approve Nancy K. Hoover for a temporary license. Motion carried **unanimously**.

PROPOSED STIPULATIONS SIGNED AFTER MAILING OF THE AGENDA

None.

PROPOSED FINAL DECISIONS AND ORDERS AND DISCIPLINARY PROCEEDINGS

DONALD L. KEYS, LPC (LS 0407151 CPC)

MOTION: LaMarr Franklin moved, seconded by Leslie Mirkin, to accept the proposed decision and order in the matter of Donald L. Keys, LPC. Motion carried unanimously.

**PROPOSED FINAL DECISIONS AND ORDERS FOR DISCIPLINARY PROCEEDINGS
RECEIVED AFTER THE MAILING OF THE AGENDA**

None.

**DELIBERATION OF PROPOSED ADMINISTRATIVE WARNINGS THAT MAY BE
SIGNED AFTER MAILING OF THE AGENDA**

None.

DIVISION OF ENFORCEMENT CASE STATUS REPORT

The Division of Enforcement did not have any case closings to present at today's meeting.

REVIEW OF APPLICATIONS

MOTION: LaMarr Franklin moved, seconded by Leslie Mirkin, to approve those approved, deny those denied, and to obtain more information as requested. Motion carried unanimously.

OTHER SECTION BUSINESS

None.

ADJOURNMENT

MOTION: LaMarr Franklin moved, seconded by Leslie Mirkin, to adjourn the meeting at 1:18 p.m. Motion carried unanimously.